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orig to C/SIWA  
26 Aug

20 August 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Visit of National Interdepartmental Seminar  
to Headquarters

1. The possibility of reinstituting the visit to Headquarters by the NIS was raised recently. Howard Haugerud, the Coordinator, and others of the faculty feel that seeing and hearing some of our senior officers in our installation offers intangible benefits beyond the substantive input by the Agency. The projected date is Monday, 27 September. The size of the group will not be known until 10 September, but it can be expected to range from 40 to 55.

STATINTL

2. [ ] reviewed for me our past experiences with the "Day at Langley." In his opinion the sessions were generally effective, but he did point out some minor difficulties with luncheon arrangements and the tours. Subsequently, I explored the matter with Mr. Coffey and [ ] Their reactions were favorable and there appear to be no insurmountable problems. From these encouraging exchanges I concluded that we can put together an informative and interesting program which will give the Seminar participants a better appreciation of the Agency and the role of intelligence in U. S. foreign policy formulation. At Mr. Coffey's request I touched base with [ ] who assured me that we would have no difficulty in providing a luncheon in the Executive Dining Room, the Rendezvous Room, or even the North Cafeteria.

STATINTL

3. For the program, I tentatively suggest three one and one-half hour periods devoted to the following topics: a. The Agency and the Intelligence Process, b. Soviet Objectives and Capabilities, c. Developments in China: Implications and Impact. These could be modified

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or refined as desired. Each period would consist of a 45-minute presentation with a like amount of time given to discussion. It has been suggested that the first period perhaps be handled by Colonel White supported by a number of senior panelists. For the second, someone like Bruce Clarke would be appropriate, and [ ] could handle the third. None of these or other possible speakers have been contacted thus far.

STATINTL

4. Because of administrative and logistical considerations such as the time during which the Executive Dining Room is available, the traffic level and time for travel from Rosslyn to Langley, etc., I propose the schedule begin at 9:45 a.m., break at 11:15 a.m. for lunch, reconvene again at 12:30 p.m. and finish at 3:45 p.m. In order to complete two presentations before lunch and allow sufficient time for each, the program would have to begin no later than 8:30 a.m., and I believe this is a bit too tight.

5. Expecting approval for the exercise, Room 1-A-07 has been reserved for the specified date. [ ] awaits definite word regarding the luncheon. Other administrative details such as badging of the group and movement through the building are yet to be worked out. I will get on these as soon as approval is granted.

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